

CHIEF ERP DEVELOPMENT MANAGER
(Unclassified Management)

DEFINITION:

Under administrative direction, to develop, plan, direct and manage the Enterprise Resource Planning (ERP) activities for the county; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Chief ERP Development Manager is a class in the Unclassified Service allocated only to the County Technology Office. The incumbent in this class reports directly to the Chief Technology Officer (CTO) and is responsible for overseeing the vendor implementation of the various ERP Systems including: Oracle Financials, PeopleSoft, Human Resources and Payroll, Property Tax, and Performance Management. In addition, incumbents may be involved in the development and recommendation of County-wide IT policy.

EXAMPLES OF DUTIES:

Develops, plans, directs and manages the Enterprise Resource Planning (ERP) activities and is responsible for overseeing the vendor implementation of the various ERP Systems including: Oracle Financials, PeopleSoft for Human Resources and Payroll, Property Tax, and Performance Management; facilitates strategic and operational planning; consults with the Chief Technology Officer to plan, develop, and implement programs, policies, and practices pertaining to ERP; oversees and monitors contracted services provided by external vendors/providers of information technology (IT) services; monitors current systems and recommends program design and future service plans; prepares feasibility studies and project schedules; reviews activities based on costing of various areas of the ERP; serves as the liaison between group departments, external vendors/providers of IT, and county executives; confers with customer departments to ensure programs/applications meet the requested objectives; researches and evaluates new technology methods; participates on various committees and/or task forces; reviews and analyzes justifications for new and expanded programs; performs analyses of organizational and administrative operations; provides documentation in accordance with approved standards; provides software implementation, project management, and architecture design assistance; presents oral and written reports to CTO and department heads on progress and status of ERP progress; interprets relevant State and Federal laws; works with a wide variety of people from a number of different disciplines and levels within the organization; controls and monitors, through direct supervision, the individuals responsible for completing detail activities of each project; supervises the development/implementation of projects and services through the entire project life cycle; allocates assigned manpower and other resources required to meet objectives; and reports plans, project status, and progress against milestones to management.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Policies and procedures governing county administration.
- State and Federal laws and requirements relating to County government.

- Information collection, analysis, and display.
- Principles and methods of ERP project management.
- County functions, organizations, and operations.
- Modern methods and state-of-the-art technology related to ERP systems.
- Principles and practices of evaluating and supervising technical and non-technical personnel.
- General Management System (GMS) in principle and in practice.

Skills and Ability to:

- Analyze and recommend changes in County or IT methods, systems, policy and procedures.
- Exercise independence in identifying, defining and selecting study methods.
- Research, compile, analyze, interpret, and disseminate information.
- Read and interpret complex documents, legislation, and policies.
- Plan, develop, direct, and manage ERP systems activities for a large county.
- Evaluate and establish appropriate priorities.
- Establish and accomplish goals and objectives.
- Interact with executive management in affecting change to the organization or structure.
- Prepare and present executive level and management reports and presentations.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Establish and maintain effective working relationships with IT service provider staff, senior and subordinate employees.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate possession of the knowledge and skills listed above. An example of such education /experience is: Possession of a bachelor's degree from an accredited college or university in business or public administration, computer science, information technology, or closely related field; AND, five (5) years of project management responsibility and accountability for the development and implementation of an ERP.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.